

JP3 SOLICITATION PROVISIONS AND PROCUREMENT CLAUSES

Appendix B - Solicitation Provisions and Procurement Clauses

B.1.1 Applicability

This Appendix sets forth general provisions and clauses to be included in solicitations and contracts for products and services. Applicable provisions and clauses must be included in Sections A through M of the solicitation and Sections A through K of the contract, following the Uniform Contract Format prescribed in Appendix A, A.2.1.

B.1.2 Numbering of Provisions and Clauses

Provisions and clauses are numbered with the prefix “JP3 Clause” or “JP3 Provision” followed by the chapter or appendix prescribing their use in the JP3. Thus JP3 Clause 1-1 is in Chapter 1, JP3 Provision 2-1 is in Chapter 2, and JP3 Provision B-1 is prescribed in this Appendix B.

Beneath each clause or provision title are instructions as to where in the JP3 the prescription is located and which section (A through M) of the solicitation or clause where it is to be inserted. The prescription will indicate the circumstances for use of the provision or clause, i.e. “JP3 Clause number is X-X” is to be inserted in Section X for all solicitations and contracts.” When the contracting officer determines that a clause or provision is applicable to the procurement in accordance with its prescription, it will be inserted into the indicated section of the solicitation and contract.

The Appendix B Matrix is a document to assist COs in locating clauses, provisions, their prescription(s), the applicable UCF section, whether it can be included by reference or must be included in full text, which type(s) of contract for which the clause or provision is appropriate.

B.2.1 Solicitation Provisions and Procurement Clauses Prescribed in Appendix B.

"Solicitation Provision" is a term or condition used only in solicitations and applying only before award. "Clause" is a term or condition used in solicitations and contracts and applying before and after award. Even though the clauses are specified for contracts, a contracting officer may determine that a clause is also applicable for other procurements such as purchase/delivery/task orders.

- (a) **Provision B-1**, *“Solicitation Provisions Incorporated by Reference” is included in all solicitations and contracts to incorporate provisions by reference.*

- (b) **Clause B-5**, “*Clauses Incorporated by Reference*,” is included in all solicitations and contracts to incorporate clauses by reference.
- (c) **Provision B-10**, “*Alterations in Solicitation*,” is included in all solicitations to revise or supplement, as necessary, other parts of the solicitation that apply to the solicitation phase only, except for any provision authorized for use with a deviation.
- (d) **Clause B-15**, “*Alterations in Contract*,” is included in all solicitations and contracts to revise or supplement, as necessary, other parts of the contract, or parts of the solicitations that apply to the contract phase, except for any clause authorized for use with a deviation.
- (e) **Clause B-20**, “*Computer Generated Forms*,” is included in all solicitations and contracts that require the contractor to submit data on standard or optional forms prescribed by this manual.

JP3 Provision B-1, Solicitation Provisions Incorporated by Reference

As prescribed in Section B.2.1(a), the contracting officer will insert this provision in Section L.

Solicitation Provisions Incorporated by Reference (JAN 2003)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

(end)

JP3 Clause B-5, Clauses Incorporated by Reference

As prescribed in Section B.2.1(b), the contracting officer will insert this clause in Section I.

Clauses Incorporated by Reference (JAN 2003)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

(end)

JP3 Provision B-10, Alterations in Solicitation

As prescribed in Section B.2.1(c), the contracting officer will insert this provision in Section L.

Alterations in Solicitation (JAN 2003)

Portions of this solicitation are altered as follows:

(end)

JP3 Clause B-15, Alterations in Contract

As prescribed in Section B.2.1(d), the contracting officer will insert this clause in Section I.

Alterations in Contract (JAN 2003)

Portions of this contract are altered as follows:

(end)

JP3 Clause B-20, Computer Generated Forms

As prescribed in Section B.2.1(e), the contracting officer will insert this clause in Section I.

Computer Generated Forms (JAN 2003)

- (a) Any data required to be submitted on a standard or optional form may be submitted on a computer generated version of the form, provided there is no change to the name, content, or sequence of the data elements on the form, and provided the form carries the standard or optional form number and edition date.
- (b) Unless prohibited by the contracting officer, any data required to be submitted on a judiciary unique form may be submitted on a computer generated version of the form provided there is no change to the name, content, or sequence of the data elements on the form and provided the form carries the judiciary form number and edition date.
- (c) If the contractor submits a computer generated version of a form that is different than the required form, then the rights and obligations of the parties will be determined based on the content of the required form.

(end)

